

**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street, Sacramento, CA 95814

March 14, 1996

ALL-COUNTY LETTER NO. 96-08

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change  
☒ Federal Law or Regulation Change  
☐ Court Order or Settlement Agreement  
☐ Clarification Requested by One or More Counties  
☐ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL REFUGEE COORDINATORS

SUBJECT: New Refugee Services Reports Effective April 1, 1996  
**RS 50, Refugee Services Program, Employment and Other Services Report**  
(RESS, TA, TA Discretionary)  
**RS 51, Refugee Resettlement Program, Caseload Movement Report**

The purpose of this All-County Letter is to inform counties that the Director of the Office of Refugee Resettlement (ORR) has issued new reporting requirements in ORR State Letter 95-35, dated November 6, 1995. In order to comply with 45 Code of Federal Regulations, Section 400.28(b), which requires that states must submit statistical or programmatic information deemed necessary, several Refugee Services reports were deleted. The data to be reported on the new reports is required by federal mandate. Therefore, effective April 1, 1996 we will no longer collect data regarding time-expired or time-eligible persons, AFDC data on the refugee population or demographic data.

We are now required to collect and report employment services and other services data by type of cash assistance, gender and time in the U.S. The new reports/forms have been designed to meet the revised federal requirements. The two new reports will be required on a **quarterly** basis beginning with the quarter April - June, 1996. The reports are due to Information Services Bureau no later than the 20th day of the month following the end of the quarter. Camera-ready copies of the reports and instructions are enclosed. The new reports are:

- The **RS 50, Employment and Other Services Report**, which collects data on employment and other services, employment entry and retention, and grant actions as a result of employment. Some of this data was previously collected on the RS 15 and 16. The remainder of the data collection requirements are due to recently revised federal mandates.

We are aware that some information required on this report was not collected during the January - March 1996 quarter and may be difficult for some counties to obtain. Therefore, the April - June 1996 quarter report could reflect totals only in line items 3.e., columns (5) and (7) if the detailed information is unavailable. All subsequent reports must reflect detailed break out by type of assistance received at employment entry, time in U.S. and gender.


- The RS 51, Caseload Movement Report, which collects data on Refugee Cash Assistance cases only. This data was previously collected on the RS 237, Caseload Movement Report, and the RS 22A.

The following Refugee Services reports are obsolete as of April 1, 1996:

- RS 10, Quarterly Report on Assessments and Select Demographics
- RS 15, RESS, and RS 15, TA, Monthly Employment Services and Male/Female Participation Report (Mandated data collected via this form will be collected on the new form RS 50)
- RS 16, RESS, and RS 16, TA, Monthly Grant Reductions, Terminations and Sanctions (Mandated data collected via this form will be collected on the new form RS 50)
- RS 22A, Time-Expired Persons and GA/GR Refugee Cases and Programs
- RS 237, Cash Grant Caseload Movement Report (Mandated data collected via this form will be collected on the new form RS 51.)

Please note that the annual report, RS 238, Annual Refugee Assistance by Nationality Report, is still required by federal mandate and the quarterly report RS 249, Refugee Cash Assistance Conciliation Report, is still required by state mandate. All other statistical reports, including information captured on the CA 237, AFDC Caseload Movement Report, which includes the refugee caseload, remain the same.

If you have Program questions, please contact your Refugee Program Analyst. If you have questions regarding the forms, please contact Information Services Bureau, (916) 653-4180.

  
JARVIO A. GREVIOUS  
Deputy Director  
Administration Division

c: CWDA

3

**REFUGEE SERVICES PROGRAM  
EMPLOYMENT AND OTHER SERVICES REPORT  
RS 50**

**Content**

This report provides information on Employment Services (ES) outcomes and Other Services (i.e., non-employment services) which were provided to refugees in California who are determined eligible to receive services under each Office of Refugee Resettlement (ORR) grant: Refugee Employment Social Services (RESS), Targeted Assistance (TA), and some employment-focused Discretionary grants (D) that have ES, English Language Training (ELT), Case Management (CM) or Other Services components. The ES data represents the total unduplicated ES outcomes for the entire quarter.

The ES reported in Parts A and B are only those directly related to job placements, e.g., direct services as specified in 45 CFR 400.154(a) ES, (b) Employability Assessment Services, (c) On-the-Job Training (OJT), (d) Vocational English Language, (e) Vocational Training provided according to an employability plan to enable an individual to obtain employment and to improve the employability or work skills of the individual, (f) Skills recertification, when such training meets the criteria for appropriate training in 45 CFR 400.8.(b), (g) Day care for children, when necessary for participation in an employability service or for the acceptance or retention of employment, (h) Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment, (i), Translation and interpreter services, when necessary in connection with employment or participation in an employability service, (j) Case management services, as defined in §400.2 of this part, for refugees who are considered employable under §400.76 and for recipients of AFDC and GA who are considered employable, provided that such services are directed toward a refugee's attainment of employment as soon as possible after arrival in the United States.

All ELT, CM and Other Services, i.e., all non-employment services as described in CFR 400.155(a) through (h), must be reported in Part C. Please see "Definitions."

**Purpose**

The purpose of this report is to provide data for mandated federal reports and to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

**Distribution**

Data from this report is used for mandated federal reports and is compiled into quarterly statewide summaries for use by departmental managers, the State Legislature, the federal government and other interested agencies and individuals.

**Due Date**

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Information Services Bureau at (916) 653-4180 or ATSS 453-4180. Send completed report to:

California Department of Social Services  
Information Services Bureau  
744 P Street, MS 12-81  
Sacramento, CA 95814

Send one additional copy to your program analyst in the Refugee Program Operations Section of the Refugee Program Bureau at MS 6-620.

**Definitions**

**Active participant:** A person with whom a service provider has a regular and direct involvement in planned employment related activities during the quarter to assist the individual in preparation for, development of, placement in, or maintenance of, employment. The unduplicated number of active participants served by ES providers during the quarter may include new enrollees and participants from previous quarters who were also active this quarter.

**Average Hourly Wage:** To calculate the average hourly wage, sum the hourly wage for all individuals reported as placed in unsubsidized employment and divide the result by the total number of individuals who entered employment. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.

**Case Management:** Services that include completing employability assessments, developing employability plans, making referrals to appropriate employment/training resources, tracking progress and issuing support services payments as needed.

**Employed on the 90th day:** A measure of continued participation in the labor market, not retention of a specific job. "Employed" means working for wages on the 90th day at any unsubsidized job. Where there have been multiple placements with the same individual within the same reporting period, the date of the first employment entry is the start date for calculating the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

**ELT (English Language Training):** English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening and speaking skills.

**Employment Entry:** The entry of an active ES participant into unsubsidized employment for at least one day during the quarter. Included would be those active participants who were placed directly by a service provider through a documented referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of completion of OJT. (NOTE: An OJT may not be counted as an "employment entry" until the period of subsidized employment is completed and the employer has agreed to retain the individual in an unsubsidized permanent position.) Unsubsidized job placements that occur while an active participant is enrolled in ELT or when an active participant completes skills training are counted as "employment entries" in the quarter in which they occur.

**Full-time employment:** Thirty-five (35) hours or more per week, or that which is considered normal for the occupation.

**Grant Reduction:** A reduction in the amount of cash assistance paid to the cash assistance case monthly and which occurred as a result of earned income from employment. The budgeting method used to compute the reduction in the cash grant amount shall be in accordance with the California Department of Social Services' (CDSS) Manual of Eligibility and Assistance Standards, Section 44-313, entitled Budgeting Methods for AFDC-FG/U.

**Grant Termination:** The closing of the participant's cash assistance case due to earned income from employment in an amount that equals or exceeds the State's payment standard for the case. The budgeting method used to compute the participant's cash grant amount shall be in accordance with CDSS' Manual of Eligibility and Assistance Standards, Section 44-313, entitled Budgeting Methods for AFDC-FG/U.

**Health Benefits:** This item captures data on the availability of health benefits. It is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within six months of employment. Benefits should be considered available if self-only coverage is available to the employee regardless of whether or not coverage is extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

**Other Services:** Other services is defined to include the following:

- Information and referral services.
- Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services and facilitate access to these services.
- Social adjustment services including:
  - Emergency services as follows: Assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
  - Health-related services, as follows: Information; referral to appropriate resources; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
  - Home management services, as follows: Formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights and other consumer education services.

- Day care for children, when necessary for participation in a service other than an employability service.
- Transportation, when necessary for participation in a service other than an employability service.
- Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.
- Case management services, when necessary for a purpose other than in connection with employment or participation in employability services.
- Any additional service, upon submission to and approval by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.

**Part-Time employment:** Less than 35 hours per week, unless less than 35 hours is considered full-time employment. (See definition above for full-time employment.)

**Skills recertification:** When such training meets the following criteria: the individual is in need of professional refresher training and other recertification services to qualify to practice the profession in the U.S. The training may consist of full-time attendance in a college or professional training program if it is approved as part of an individual's employability plan and does not exceed one year in duration.

**Time in the U.S.:** Determined by the entry date on the I-94 card.

**Unduplicated Count:** The unduplicated number of active participants served in a component during the quarter being reported. This may include new enrollees and participants from previous quarters who were also active this quarter. For example, a person receiving ES and ELT may be counted once in ES and once in ELT for the quarter. However, if that person was active in both components at the beginning of the quarter, dropped out of both components during the middle of the quarter and re-enrolled in both components towards the end of the quarter, the person would only be counted once in both components. Duplication may occur across service categories, i.e., an individual may be enrolled in ELT and concurrently be participating in ES or OJT. Both would be reported.

**Vocational Training:** Training in a specific vocational area which can include driver education and training when provided as part of an individual employability plan.

## INSTRUCTIONS

### PART A. CASELOAD FOR EMPLOYMENT SERVICES (ES)

1. **Total caseload for Employment Services.** Enter, by gender, the number of active employable adults, who at any time during the quarter, were enrolled in ES and who comprise the total ES caseload eligible for services. Include persons who have been determined eligible for ES but were placed on a waiting list until training slots become available.
2. **Active participants this quarter.** Enter, by gender, the unduplicated number of individuals who meet the definition of "active participant" during the quarter.

### PART B. EMPLOYMENT ENTRY, RETENTION AND GRANT ACTIONS DUE TO EMPLOYMENT ENTRY

3. **Type of cash assistance received at employment entry.**

Columns (1)-(4): Enter, by gender, type of cash assistance received at employment entry and by time in the U.S., the unduplicated number of active ES participants who entered unsubsidized full-time or part-time employment during this quarter.

Columns (5)-(8): Enter, by gender, type of cash assistance received at employment entry and by time in the U.S., the unduplicated number of active ES participants (from Items 3.a through 3.e. of last quarter's report) who were employed full-time or part-time on the 90th day.

Columns (9)-(10): Enter by type of cash assistance received at employment entry and by time in the U.S., the number of grant terminations during the quarter (cash assistance cases closed) achieved through entered employments should be reflected in Column (9) and the number of grant reductions during the quarter (cash assistance cases with reduced grants) achieved as a result

of employment entry should be reflected in Column (10).

- 3.a. - 3.d. **RCA, AFDC, General Assistance and No Cash Assistance.** Count and report each active participant once per quarter.

- For RCA, months in the U.S. are calculated as the time elapsed from the date of entry in the U.S. to the date of employment in two categories: 0 - 4 months and 5 - 8 months.
- For AFDC, Other Cash Assistance and No Cash Assistance, months in the U.S. are calculated as the time elapsed from the date of entry in the U.S. to the date of employment in two categories: 0-12 months and more than 12 months.

- e. **Total (sum of a., b., c., and d.)** Enter the sum of each vertical Column (1)-(8).

4. **Average hourly wage at employment entry.** Enter the average hourly wage at employment entry for all individuals reported in Item 3 above.
5. **Number of persons with health benefits available.** Enter the number of persons who entered employment with health benefits *available* at least for himself/herself at any time within six (6) months of job placement, whether or not the employee contributed to the premium.

### PART C: INDIRECT EMPLOYMENT SERVICES

Duplication may occur across service categories, i.e., an individual may be enrolled in ELT and concurrently be participating in ES. Both would be reported.

6. **Total active participants this quarter (sum of 6.a. and 6.b.)** Enter, by gender, the total number of active participants in ELT, Case Management, and Other Services.

- a. **Total active participants this quarter in the U.S. 0-12 months:** Enter the total number of active participants reported in Item 6. who have been in the U.S. 12 months or less.
- b. **Total active participants this quarter in the U.S. >12 months:** Enter the total number of active participants reported in Item 6 who have been in the U.S. over 12 months.

7. **Completions (unduplicated).** Enter the unduplicated count of individuals who completed ELT during the quarter.

8. **Number of Persons Receiving Services.** Enter the number of active participants who received services, e.g., interpretation/ translation, child care or transportation, during the quarter. For example, if a participant received child care one or more times in the quarter and also received transportation one or more times in that same quarter, a count of "two" is tallied in the "Other Services" column and a count of one is tallied under Case Management for that same person.

## REFUGEE SERVICES PROGRAM

## Employment and Other Services Report

☐ RESS ☐ TA ☐ Discretionary

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Reports are due on the 20th of the month following the close of the quarter. Send report to:

 California Department of Social Services  
 Information Services Bureau  
 744 P Street, M.S. 12-81  
 Sacramento, CA 95614

Send additional copy to your Program Analyst

For Calendar Quarter (Please check one)

☐ Jan-Mar ☐ Apr-Jun

☐ Jul-Sep ☐ Oct-Dec

Year 199

County Number

Contract Number

County Name

## Part A. Caseload for Employment Services

Male

Female

1. Total caseload for employment services

2. Active participants this quarter

## Part B. Employment Entry, Retention and Grant Actions due to Employment Entry

Number of persons who entered unsubsidized employment this quarter

From item 3.a. - 3.e. of last quarter's report, enter number of persons employed on 90th day

Grant actions during this quarter due to employment entry ONLY

3. Type of cash assistance received at employment entry	Time in U.S.	Full-Time Employment		Part-Time Employment		Full-Time Employment		Part-Time Employment		Number of Cases with Grant Terminations (9)	Number of Cases with Grant Reductions (10)
		Male (1)	Female (2)	Male (3)	Female (4)	Male (5)	Female (6)	Male (7)	Female (8)		
a. RCA	0-4 months										
	5-6 months										
b. AFDC	0-12 months										
	> 12 months										
c. General Assistance	0-12 months										
	> 12 months										
d. No cash assistance	0-12 months										
	> 12 months										
e. Total (sum of a., b., c. and d.)											

4. Average hourly wage at employment entry \$

5. Number of persons with health benefits available

## Part C. Indirect Employment Services

English Language Training

Case Management

Other Services

6. Total active participants this quarter (sum of a. and b. below)	English Language Training		Case Management		Other Services	
	Male (1)	Female (2)	Male (1)	Female (2)	Male (1)	Female (2)
a. 0-12 months in United States						
b. > 12 months in United States						
7. Completions (unduplicated)						
8. Number of persons receiving services						

Person to contact regarding this report.

( )

Telephone Number

Date

## Refugee Resettlement Program

## Caseload Movement Report

Reports are due on the 20th of the month following the close of the quarter. Send report to:

California Department of Social Services  
Information Services Bureau  
744 P Street, M.S. 12-81  
Sacramento, CA 95814

Send additional copy to your Program Analyst

For Calendar Quarter (Please check one)

☐ Jan-Mar ☐ Apr-Jun

☐ Jul-Sep ☐ Oct-Dec

Year 199

County	County Number		
<b>PART A. Refugee Cash Assistance</b>	Number of Persons (1)	Number of Cases	
		Family (2)	One-Person (3)
1. Recipients at end of previous quarter			
2. Recipients at end of this quarter			
3. New RCA enrollees during this quarter			
<b>PART B. Unaccompanied Minors Program</b>	Number of Persons (1)		
4. Minors in care at end of previous quarter			
5. Entered care			
6. Left care			
7. Minors in care at end of this quarter			
<b>PART C. General Assistance</b>	Number of Persons (1)	Number of Cases	
8. General Assistance/General Relief			

Person to contact regarding this report:	Telephone Number ( )	Date
--	-------------------------	------

7

Refugee Resettlement Program  
Caseload Movement  
RS 51

#### Content

This report provides information on the number of persons and cases participating in the Refugee Resettlement Program (RRP) through the Refugee Cash Assistance (RCA) program and the number of children in the Unaccompanied Minors (UM) program.

#### Purpose

The purpose of this report is to provide data for mandated federal reports and to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

#### Distribution

Data from this report is used for mandated federal reports and also compiled into quarterly summaries for use by departmental managers, the State Legislature and other interested agencies and individuals.

#### Due Date

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Information Services Bureau at (916) 653-1480 or ATSS 453-4180. Send completed report to:

California Department of Social Services  
Information Services Bureau  
744 P Street, MS 12-81  
Sacramento, CA 95814

#### Definitions

Case: For the purpose of this report, a case is defined as a cash assistance case that contains at least one refugee.

General Assistance/General Relief Case: For the purpose of this report, a GA/GR case is defined as a cash assistance case that contains at least one refugee who has been in the U.S. 60 months or less.

Interprogram Transfer: An interprogram transfer is a transfer from one cash grant program to another, which is completed without interruption in aid payment, i.e., from AFDC to RCA.

Intraprogram Status Change: An intraprogram status change means change in status from one part of the same program to the other, i.e., changes between RCA Family and RCA One-Person.

Restoration: An approved request for restoration of aid from a former recipient of aid as specified in CDSS Manual of Eligibility and Assistance Standards, Section 40-125, entitled Reapplication, Restorations and County of Responsibility.

UM: Under this program segment, only unaccompanied minors meeting the criteria in Div. 69-213.21-23 and age requirements in MPP 42-101.1 are to be reported.

#### INSTRUCTIONS

PART A. REFUGEE CASH ASSISTANCE (RCA). For Items 1-3:

- In Column (1), enter the *unduplicated* number of persons.
- In Column (2), enter the *unduplicated* number of RCA Family cases.
- In Column (3), enter the *unduplicated* number of RCA One-Person cases.

1. Recipients at end of previous quarter. Enter the number of persons and cases as described above. These entries *must equal Item 2 of the previous quarter's report* unless there are adjustments in caseload resulting from action authorized in prior months and not previously reported. These adjustments are to be included in Item 1 (and an explanation provided on the reverse side of the form) and are not to be reported in Item 3.
2. Recipients at end of this quarter. Enter both the number of persons and cases as defined above which were active at the end of the quarter, i.e., those cases and/or persons where an official authorization for aid was in effect at the end of the quarter. These numbers represent a *point in time* picture of the RCA caseload on the last day of the quarter and are *not* cumulative.
3. New enrollees during the quarter. Enter the number of persons and cases as defined above which were new RCA eligibles added for the quarter. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers from AFDC to RCA. Also, report intercounty transfers. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in this item, but are shown as adjustments in Item 1. This data is cumulative for the quarter.

Additions during the quarter include the following:

- Applications approved for cash grant
- Restoration requests approved including any action which falls within the definition of both a restoration to RCA and an intraprogram status change or interprogram transfers from AFDC to RCA
- Transfers from other counties for which the reporting county accepted responsibility for payment of aid during report month
- To approve aid on appeal cases
- To restore aid to cases erroneously denied or discontinued
- To restore CA 7 discontinuances where completion of new application is not deemed necessary
- To add to the number of CA Unit by splitting an existing CA Unit

#### PART B. UNACCOMPANIED MINORS PROGRAM

All items in this section are a persons count.

4. Minors in care at end of previous quarter. Enter the number of children in care under Office of Refugee Resettlement (ORR) funding at the end of the previous report period, e.g. the number from Item 7 of the report for the previous quarter.
5. Entered care. Enter the number of unaccompanied minor refugee children who entered care during the report period.
6. Left care. Enter the number of refugee unaccompanied minor children who left care due to emancipation, family reunification, etc. during the reporting period.
7. Minors in care at end of this quarter. Enter the number of unaccompanied minor refugee children in care at the end of the current report period. (Item 4 plus 5 minus 6.)

#### PART C. GENERAL ASSISTANCE/GENERAL RELIEF

8. General Assistance/General Relief. Enter in the appropriate columns the number of all refugee cases and persons that received General Assistance/General Relief during the report quarter.